

**INSTRUCTIONS for GUARD/PERSONAL PROTECTION OFFICER INSPECTION****For DPS Use Only**

Enter CLIPS and/or CLERIS number, if one has been assigned. (A CLERIS number is only required if criminal charges are filed. Personnel will also need to include a CLIPS number. If administrative only or no violations indicated the CLIPS number will be assigned by HQ personnel).

Type of Inspection

GUARD ONLY, PPO ONLY, CRITICAL INFRASTRUCTURE SITE (Check the number of boxes that apply – Guard is Level III Commissioned or Level II Non-Commissioned, PPO is level IV, Critical Infrastructures sites include electrical power generation facilities, major dams, large water treatment facilities, large refineries, major petrochemical plants, high-capacity interstate natural gas or gasoline pipelines and distribution hubs, power plants, major ports, international airports and major air traffic control facilities, federal reserve banks and branches, state financial and data processing centers, major metropolitan medical branches, key bridges, the capitol complex, other locations to include state office buildings).

Date: Date of Inspection. (Use the format of mm/dd/yyyy)

Time: Time the inspection began. (Use the format of hh:mm, AM/PM CST or MT)

GPS Coordinates: List coordinates, if available. If unavailable, ensure the entire address is listed and put "unknown."

Inspection Location

- **Business Name:** Name of business where the inspection occurs. (This is not the name of the private security company unless that is the location of the inspection.)
- **Address:** Physical address of the location (No P.O. Box should be used. GPS Coordinates are permissible.)
- **City:** Actual city or nearest city, if outside city limits.
- **ZIP:** Postal code for the business (If known, if unknown indicate unknown.)
- **County:** County in which the business is located.

Private Security Company Information

- **Private Security Company Name:** Official name of the private security company as stated in CLIPS. (If the company is unlicensed use the name being displayed on the uniform or stated by the guard.)
- **Company License Number:** If licensed, use the license number of the company from CLIPS. If unlicensed, write in unlicensed. (If the company is unlicensed but has a "Z" number, use this number.)
- **License Expiration Date:** If licensed, include the full date of expiration. Use the format of mm/dd/yyyy. (If unlicensed, leave blank.)

Business Physical Address

- **Address:** If licensed, use the address listed in CLIPS for the private security company. (If unknown, write unknown. This should only apply if the company is unlicensed and the information is not available.)
- **Phone Number:** If licensed, use the phone number listed in CLIPS for the private security company. (If unknown, write unknown. This should only apply when the company is unlicensed and the information is not available.)
- **City:** If licensed, use the city listed in CLIPS for the private security company. (If unknown, write unknown. This should only apply when the company is unlicensed and the information is not available.)
- **State:** If licensed, use the state listed in CLIPS for the private security company. (If unknown, write unknown. This should only apply when the company is unlicensed and the information is not available.)
- **ZIP:** If licensed, use the zip code listed in CLIPS for the private security company. (If unknown, write unknown. This should only apply when the company is unlicensed and the information is not available.)
- **County:** If licensed, use the county in which the private security company is located. (If unknown, write unknown. This should only apply when the company is unlicensed and the information is not available.)

Type of License

- **COMMISSIONED:** Check if the inspection involves a guard carrying a handgun. (Only check this box if the guard is in possession of a handgun. This applies regardless if the guard is level III commissioned.)
- **NON-COMMISSIONED:** Check if the inspection involves a guard not carrying a handgun. (Only check this box if the guard is not carrying a handgun. This applies regardless if the guard is level II non-commissioned. If no handgun is being carried check this box.)
- **PPO:** Check if the inspection involves a personal protection officer.
- **Carrying Firearm:** Yes or No

Individual Information

- **Last Name:** Last name of the guard as indicated on their pocket card or in CLIPS. (If no pocket card, use other form of ID.)

- **First Name:** First name of the guard as indicated on their pocket card or in CLIPS. (If no pocket card, use other form of ID.)
- **Middle Name:** Middle name of the guard as indicated on their pocket card or in CLIPS. (If no pocket card, use other form of ID.)
- **Suffix:** Only include if listed on pocket card.
- **Date of Birth:** Date of birth listed on pocket card or CLIPS. (Use the format of mm-dd-yyyy)
- **Registration Number:** Use the number listed on the pocket card or in CLIPS. (If unknown or unregistered write the one most applicable.)
- **Expiration Date:** Use the date listed on the pocket card or in CLIPS. **Charges Filed** – check if charges are filed without custody arrest.
- **Social Security Number:** Use the number listed in CLIPS. (If unknown, write unknown. If they refuse to provide obtain from CLIPS.)
- **Driver License Number:** Can be included but not required unless driving. (If unlicensed or unknown, write NONE. If they present an ID card document the same as a driver license.)
- **State:** Indicate state in which licensed issued. (If no license or ID card, leave blank.)
- **Expiration Date:** Use the date listed on the driver license. (If unlicensed, leave blank.)

Residence Address

- **Address:** If licensed, use the address listed in CLIPS for the person. (If unlicensed, use the address given.)
- **City:** If licensed, use the city listed in CLIPS for the person. (If unlicensed, use the state given.)
- **State:** If licensed, use the state listed in CLIPS for the person. (If unlicensed, use the state given.)
- **ZIP:** : If licensed, use the zip code listed in CLIPS for the person. (If unlicensed, use the zip code given.)
- **County:** Use the county given.
- **Phone Number:** If licensed, use the phone number listed in CLIPS for the person or the one given. (If no phone number, write NONE.)

Date of Hire: List date of hire, if available. If not, put “unknown.”

Other: Include any other information deemed appropriate by the agent. (If the guard/PPO is carrying a handgun indicate the model, caliber, and serial number ex: Smith and Wesson, 40 cal. SN: S3645896)

Violations

- **VIOLATIONS:** Indicate yes or no
- If there are no violations, leave blank.
- If violations are discovered, indicate the actual violation from Texas Occupations Code 1702, Texas Penal Code, Texas Administrative Code Chapter 35, etc. (If criminal and administrative violations are discovered, document criminal violation(s) first, followed by administrative violation(s).
- Check the following boxes for each violation.
- **Criminal** – check if criminal violations are discovered.
- **Administrative** – check if administrative violations are discovered.
- **Arrest** – check if a custody arrest was made on the guard at the time of the inspection. (This does not apply if a warrant was obtained and arrest made after the inspection).
- **Warning** – check if a warning was issued for a minor criminal or administrative violation. (This only applies when no further action criminal/administrative will be taken).
- **Charges Filed** – check if a charge will be filed without custody arrest made.
- **Admin Case** - check if chapter 35 administrative violations were discovered and action will be taken. (In these instances the agent will need to include the CLIPS number).

Date Filed: If criminal or administrative charges are filed indicate the anticipated date filed (If unknown, write unknown)

Inspected by: First and last name of the lead agent conducting the inspection

ID#: Five-digit employee ID number of lead agent conducting the inspection

Area: Lieutenant area of the lead agent conducting the inspection

Guard/PPO Signature: Have the guard/PPO sign on inspection report regardless, if charges are filed or not. (If they refuse, write “refused.”)

Date: Indicate the date signed. (Use the format of MM-DD-YYYY)

Supervisor Initials: Before submission to RSD, the immediate supervisor needs to initial the guard check. (Supervisors are expected to verify all information in each inspection report for completeness)

For DPS Use Only

CLIPS #

CLERIS #

GUARD / PERSONAL PROTECTION OFFICER INSPECTION

<input type="radio"/> GUARD ONLY <input type="radio"/> PERSONAL PROTECTION OFFICER (PPO) ONLY <input type="radio"/> CRITICAL INFRASTRUCTURE SITE									
Date: <i>MM / DD / YYYY</i>				Time:			GPS Coordinates:		
Inspection Location	Business Name:					Address:			
	City:				State:		ZIP Code:		County:
Private Security Company Name:									
Company License Number						License Expiration Date: <i>MM / DD / YYYY</i>			
Business Physical Address	Address:					Phone Number: () -			
	City:			State:		ZIP Code:			

<input type="radio"/> COMMISSIONED		<input type="radio"/> NON-COMMISSIONED		<input type="radio"/> PPO		<input type="radio"/> CARRYING HANDGUN:		<input type="radio"/> YES		<input type="radio"/> NO	
Guard Last Name:				First Name:			Middle Name:			Suffix:	
Date of Birth: MM/DD / YYYY			Registration #					Expiration Date: MM/DD / YYYY			
Social Security #				Driver License #			State:		Expiration Date: MM/DD / YYYY		
Residence Address	Address:										
	City:				State:		ZIP Code:			County:	
Phone Number: () -					Date of Hire: MM/DD / YYYY						
Other:											

VIOLATIONS	<input type="radio"/> YES	<input type="radio"/> NO
1.	<input type="radio"/> CRIMINAL <input type="radio"/> ARREST <input type="radio"/> CHARGES FILED	<input type="radio"/> ADMINISTRATIVE <input type="radio"/> WARNING <input type="radio"/> ADMIN CASE
2.	<input type="radio"/> CRIMINAL <input type="radio"/> ARREST <input type="radio"/> CHARGES FILED	<input type="radio"/> ADMINISTRATIVE <input type="radio"/> WARNING <input type="radio"/> ADMIN CASE
3.	<input type="radio"/> CRIMINAL <input type="radio"/> ARREST <input type="radio"/> CHARGES FILED	<input type="radio"/> ADMINISTRATIVE <input type="radio"/> WARNING <input type="radio"/> ADMIN CASE
4.	<input type="radio"/> CRIMINAL <input type="radio"/> ARREST <input type="radio"/> CHARGES FILED	<input type="radio"/> ADMINISTRATIVE <input type="radio"/> WARNING <input type="radio"/> ADMIN CASE
5.	<input type="radio"/> CRIMINAL <input type="radio"/> ARREST <input type="radio"/> CHARGES FILED	<input type="radio"/> ADMINISTRATIVE <input type="radio"/> WARNING <input type="radio"/> ADMIN CASE

Date Filed:		
Inspected by:	ID #	Area:

MM / DD / YYYY

Guard / PPO Signature

Date _____

Supervisor Initials